MFR Admin Conference

Marine Forces Reserve
Finance Office
2000 Opelousas Ave
New Orleans, LA 70146

Travel

★**Address –** Should be where the member is actually living, not necessarily what's in MCTFS. Correct with a modification.

★**Travel Cost Comparison –** POV Advantageous? Even though a member may be authorized to travel via POV, the member **may** be limited to the constructive cost of a govt GTR. Orders authorizing POV mileage does NOT mean the member automatically rates. Orders should reflect comparison to City Pair YCA cost. If the AO determines POV as mission essential, orders must dictate necessity and auth in and around mileage at the TAD site.

Travel

★**Standard Document Number (SDN) –** 15 characters; nothing else is acceptable.

★**Rental Cars –** Necessity for an individual or multiple travelers? Ensure proper class of rental car is auth.

★**Group Travel –** Group Travel was eliminated from JFTR App A in 2009. Only if limited or no reimbursement is applicable should the endorsement reference "Members Traveling Together".

-Limited Reimbursement – 1 -2 meals provided

-No Reimbursement – All meals provided

Travel

★**Commuting Distance** – Local Commander must define the local commuting distance to the HTC in writing. Only Marines who reside outside the commuting distance are auth per diem.

★**Annual Training** – Government Messing is not reimbursable regardless if the member incurs a cost to subside in chow hall.

★**Deployed Per Diem** is never payable on travel days unless in OEF Theater of Operations. Ensure that endorsements and deployed per diem accurately coincide with each other. Disbursing will only adjust DPD

Travel

★**Funding –** SDN and LOA must be obligated in SABRS, or the member's travel voucher will be stagnant until obligation exists..

★**Use of CTO** – Travelers must use CTO in all cases of flying from their PDS to the TAD site and back or will be limited to the City Pair YCA fare for all CBA or IBA .

★**Travel Advisory Notice 8-11** clarifies requirements for all receipts. Ensure that Lodging Receipts are not express check-out and other receipts show payment made and no amount due. "Will be settled to" has NOT been paid

Travel

★**Cancellation of Orders –** If travel is conducted, then orders should NOT be cancelled. If a correction is needed, they should be modified to reflect the appropriate correction.

★**Track Orders and Non-Travelers –** If a traveler does NOT conduct travel, then cancel the orders. Avg year results in approx 8000 sets of unliquidated orders totaling several million dollars.

★**OCONUS** Travelers must maintain and provide foreign currency conversion rates for all charges not incurred in US Dollars. We will utilize GTCC Statement, but

Travel

★**Final Receipts** – Advance receipts and express receipts are not always valid for payment. A lodging receipt must reflect that the payment was already made. **Receipts reflecting "will be settled to" are NOT valid receipts.**

★**Excessive Baggage** – Excess baggage is not authorized unless authorized by the AO in the orders or on the 1351-2.

GTCC Split Disbursement

★**MarAdmin 515/03 –** Directs mandatory split disbursement for all GTCC holders for all transportation and lodging expenses**.**

★**GTCC Holder –** Anyone who is identified ***on the orders*** as a GTCC holder, regardless if they actually have a card or not. **EXCEPTION:** Only a commander may authorize exceptions on a case by case basis and must do so in writing.

Current Discrepancies – Finance processes approx 30-50 erroneous splits / month.

Correction Time – As long as 45 days to

Travel Claim Concerns

PLEAD – (Currently) A member's PLEAD is the address the member is physically at when accepting the orders, not necessarily the address on the orders. A full day break in between orders without a return to the original PLEAD results in a change of PLEAD and no per diem entitlement. Being reviewed by OGC.

Verbal Orders – Verbal orders are NOT authorized for Reserve personnel. Orders must be authenticated prior to a reservist conducting travel. (Finance Policy Letter 4-12)

Travel Claim Concerns

Interest – A mbr is entitled to interest if an accurate and complete tvl voucher is submitted to the govt and not paid within 30 days. Settled voucher WILL NOT reflect interest. Comps will not match. **Admin/Cmd MUST track and document the receipt of ALL tvl vouchers. (DODFMR Vol 9 Ch 3)** Failure to identify the date rec'd at Admin/Cmd will start the 30 day clock as of the date the mbr signs the 1351-2. **Admin/Cmd has 2 days to submit the voucher to Finance. (MCTIM Ch 3 & 5)** **HQMC is tracking to identify units at fault.**

Military Pay

★**NAVMC 11116 Completion** – Credit and checkages on quads are not being properly annotated. A credit or checkage is a payday adjustment and a special payment is a special payment. MCAAT inspectable.

★**Special Payment Requests** cannot be paid unless the entitlement is already reported in MCTFS. Do not submit a quad for Adv BAH when the member does not have BAH reported in MCTFS.

★**Supporting Documentation** must be included with special payments. i.e. – statement of understanding, leases, orders etc. (APSM)

Separations

★**NAVMC 11060 Completion** – All NAVMC 11060s must be completed. i.e. – LWAS, LSL

★**LWAS Orders** must be included with Separation package when LWAS is taken. The orders must coincide with the NAVMC 11060 information.

★**PDMRA** must be annotated or it will be charged as LWAS.

★**DD214/215** - All 11060s must include the DD214/215 control number if mbrs are entitled to Seps/Disability pay.

★**DD214/215** - All 8 copies of DD214 must accompany the 11060. If the DD215 is applicable, then all 8 copies of the DD215

DTMS Submission Auth

★**ONLY a Commander** can sign and submit a document for pay and allowances. By Direction Authority may ONLY be granted to **commissioned officers, warrant officers, and civilian employees (GS-7s and above).**

★NOTE: Delegation of auth may not be delegated to enlisted personnel. (APSM Ch8)

★**SSgts, GySgts, MSgts, 1stSgts are enlisted and are NOT authorized**

Contact Information

Finance Officer:
CWO4 Doug Hoelscher
Email: douglas.hoelscher@usmc.mil
jorge.janneau@usmc.mil
Comm: (504)697-8200

Asst. Finance Officer:
CWO2 Justin Molgaard
Email: justin.molgaard@usmc.mil
rachel.allen@usmc.mil
Comm: (504)697-8201

Finance Chief:
MGySgt Larry Thomas
Email: larry.d.thomas1@usmc.mil
jimmy.cosby@usmc.mil
Comm: (504)697-8206

Travel Chief:
MSgt Jorge Janneau
Email:

Comm: (504)697-8260

Travel Customer Service:
SSgt Rachel Allen
Email:

Comm: (504)697-8251

Pay/Seps Chief:
GySgt Jimmy Cosby
Email:

Comm: (504)697-8937

QUESTIONS?